



APPLICATION MANUFACTURING & ENGINEERING CO-OP (MEC) PROGRAM

DUE DATE – March 10th, 2026

Submit application to J. N. Burnett Secondary School
(c/o Mr. Wesley Bevan) or email wbevan@sd38.bc.ca

- Applicants must currently be in Grades 10 or 11 and attend an SD38 secondary school (Program taken in Grade 11/12)
 - Program courses: Engineering 11/12, Skills Exploration and Work Experience 12A (earn 12 credits toward graduation)
 - Courses taken semester 2 at Burnett Secondary School
 - Optional industry certification via Northwest Skills Institute (4th course for credit)
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Program Details and Special Features

- The MEC Co-Op program offers students the opportunity to explore a variety of manufacturing processes and learn skills as they relate to engineering.
- The program includes a work experience course with local manufacturing/engineering companies.
- **OPTIONAL** acquisition of an online **INDUSTRY** certificate through the Northwest Skills Institute, offered at a significant discount. Examples include:
 - Drafting and CAD Technician
 - Mechatronics & Industrial Automation Technician
 - CNC Lathe Production Technician
 - Advanced Manufacturing Technician
 - + many more!

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SD38 APPLICATION – MEC* PROGRAM

*Manufacturing & Engineering Co-op

Instructions:

1. Complete this application (tear off top page).
2. Submit to J.N. Burnett Secondary School or to wbevan@sd38.bc.ca by March 10th, 2026.
3. Only students currently in Grades 10 or 11 may apply to take in their next school year (semester 2 full-time at Burnett).
4. Applicants will be notified of interview date once application has been processed.

PLEASE PRINT CLEARLY

STUDENT INFORMATION

Name: _____ Home School: _____
First. Last

PEN #: _____ Birthdate (year/month/day): ____ / ____ / ____ Age: ____

Student Email: _____ Student Cell: _____

Mailing Address: _____

City/Prov: _____ Postal Code: _____ Home Phone: _____

Referring Teacher or Counsellor: _____

Applicant's Signature: I certify that all statements in this application package are true and complete.

Date: _____ Signature: _____

SD38 TEACHER or COUNSELLOR ENDORSEMENT

PLEASE NOTE:

- ☐ This co-op program takes place at Burnett Secondary School and runs all day in the second semester.
- ☐ The delivery model includes face-to-face and on-line learning and includes community work experience.
- ☐ Upon successful completion, students will earn 12-16 high school credits (3-4 courses). One of the courses is optional and includes a student fee to earn an industry certification through Northwest Skills Institute.

SD38 Teacher/Counsellor Name: _____
First Last

Email: _____ Cell Phone: _____

I am pleased to support this student's application for the SD38 Manufacturing & Engineering Co-op (MEC) Program.

Date: _____ Signature: _____

FOR PARENT/GUARDIAN COMPLETION:

Parent/Guardian: Please respond to the following so that the MEC Program instructor and Burnett Secondary may best support your child during this program. (All will be kept confidential.)

MEDICAL /LEARNING NEEDS INFORMATION

List ALL medical/special needs information that the program instructor should be aware of or that might affect performance during the course (i.e. has IEP, Learning Support Needs, ADD/ADHD, Diabetes, Epilepsy, Medication, Asthma, Allergies etc.).

- ☐ No medical/learning needs information to report
- ☐ If yes, please describe and explain any that may affect performance in this course.

Care Card Number: _____ Family Doctor: _____ Phone: _____

Emergency Contact: _____ Relationship: _____
First. Last

Daytime phone (work or home): _____ Cell Phone: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____
First. Last

Email: _____ Cell Phone: _____

Parent/Guardian's Signature: I support my child's application to take this KPU course.

Date: _____ Signature: _____

APPLICANT STATEMENT OF INTEREST
SD38 MANUFACTURING & ENGINEERING CO-OP (MEC) PROGRAM

Applicant's Full Name: _____ PEN # _____

Please respond to the following questions. Print/write clearly in own handwriting.

1. What has motivated you to apply to the MEC Program?

2. Describe your knowledge, skills and attitudes that will support your achievement as you take part in MEC.

3. This program requires participation in a Work Experience (unpaid) placement for credit (~90 hours). What interests you in taking part in this community-based experience?

4. While it is **OPTIONAL**, as a supplement to this program, students may elect to complete an industry certification(s) through Northwest Skills Institute. There is a significantly discounted student fee (\$500), and you will have access to complete more than one certificate if you choose (a savings of over \$3000-\$5000). You will also earn 4 credits toward graduation by completing a certificate. These are all completed online and are done on a student's own time, with some MEC program instructor support available. Given this, would you be interested in completing a certificate? Why or why not?

APPLICANT SELF-ASSESSMENT FORM

SD38 MANUFACTURING & ENGINEERING CO-OP (MEC) PROGRAM

I am interested in applying for the MEC Co-op Program. I understand this program requires significant commitment and I will need to travel between Burnett Secondary and my home school. My self-assessment will assist in determining my suitability and readiness for the program.

Please indicate **by highlighting or circling** your readiness proficiency for this program:

CORE COMPETENCIES	Proficiency Scale				
		Emerging	Developing	Proficient	Extending
		I demonstrate an INITIAL understanding of the concepts and competencies.	I demonstrate a PARTIAL understanding of the concepts and competencies.	I demonstrate a COMPLETE understanding of the concepts and competencies.	I demonstrate a SOPHISTICATED understanding of the concepts and competencies.
Communication - In a safe and supported environment, I respond meaningfully to communication from peers and adults - I communicate purposefully, with peers and adults using strategies I have practiced - I cooperate with others and contribute during group activities, sharing roles and responsibilities to achieve goals - I can confidently interact and build relationships with other group members to further shared goals		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
Thinking - I can get new ideas or build on other people's ideas to create new things within the constraints of a form, a problem, or materials - I can think "outside the box" to get innovative ideas and persevere to develop them - I can ask questions and consider options. - I can use my observations, experience, and imagination to draw conclusions		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>
Personal and Social - I can make choices that help me meet my wants and needs and increase my feelings of well-being. I take responsibility for my actions - I can recognize my strengths and take responsibility for using strategies to focus, manage stress, and accomplish my goals - I can identify my strengths and limits, find internal motivation, and act on opportunities for self-growth. I take responsibility for making ethical decisions		<i>"I am just getting started and learn best with help."</i>	<i>"I am beginning to do more and more on my own."</i>	<i>"I can do it on my own."</i>	<i>"I go beyond what is expected of me."</i>

Based on my self-assessment I rank my readiness for this program as (check one):

☐ Fully Ready

☐ Somewhat Ready

☐ Not Quite Ready (some support will be needed)

Additional Comments: _____

Student Name: _____
(print in full)

Student Signature: _____